



Department of Housing and Community Development

April 8, 2011

NOTIFICATION OF VACANCY

HOUSING PROGRAM ADMINISTRATOR
(Program Administration Specialist II)

POSITION #00202

LOCATION:

DHCD
600 E. MAIN ST. STE 300
RICHMOND, VA 23219

HIRING RANGE:

\$40,959 - \$55,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Housing Program Administrator to provide strategic management and program implementation directed to providing affordable housing for low and moderate income citizens who cannot find adequate housing resources within the mainstream housing market. Essential duties will be to administer programs targeted to homeownership assistance and affordable rental housing. Duties: Manage and implement the Commonwealth's federally funded HOME Ownership Down Payment Assistance Program and state funded affordable housing initiatives including Communities of Opportunity. The Down Payment Assistance Program provides down payment and closing costs assistance to first time homebuyers. The position manages funds provided to non-profits including grant agreements, funds requests, document review, monitoring and respond to requests for information and technical assistance. The Communities of Opportunity Tax Credit provides Virginia income tax credits to landlords with qualified housing units located in census tracts with poverty rates of less than ten percent in the Richmond Metropolitan Statistical Area (MSA) who participate in the Housing Choice Voucher program. The position oversees the review and timely approval of qualified credits. In addition, this position manages human and fiscal resources to ensure successful outcomes for these programs and initiatives; implementing these programs and initiatives in accordance with federal, state and agency regulations, policies and procedures and in a manner that will result in the maximum benefit to the citizens of the Commonwealth. May be required to perform additional duties as needed.

QUALIFICATIONS GUIDE:

Considerable knowledge of federal and state housing grant programs, underwriting single-family residential properties, loan administration, real estate finance, mortgage lending policies and procedures, and the applicable laws affecting the real estate housing and finance industry. Direct experience conducting training workshops, making technical presentations, and facilitating group discussions is a must. Demonstrated ability to effectively manage multiple priorities; to interpret and apply program policies and regulations in a wide variety of conditions and settings; to analyze data and program outcomes and apply findings to program improvements and innovations. Graduation from a college or university with a degree in planning, public administration, real estate finance, public finance or related field preferred. Experience in grants management is essential. Understanding of secondary financing, homebuyer counseling and non-profit housing services is highly desired. Eligibility to obtain a Virginia Mortgage Loan Originator (MLO) license and Virginia Housing Counseling Certification are preferred. Travel and a valid driver's license required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, APRIL 22, 2011, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.